

## **COACHES CHECKLIST:**

	<b>COACHES Age 18+</b>	
	TeamSideline Program Registration	<b>Every school year per sport/per team</b>
	Fingerprinting	<b>One time only</b>
	VIRTUS "Protecting God's Children"	<b>Every 3 years</b>

	<b>COACHES Under 18</b>	
	Signed Affidavit Form	<b>Every school year (while under the age of 18)</b>
	TeamSideline Program Registration	<b>Every school year per sport/per team</b>
	VIRTUS "Healthy Choices for Teens"	<b>Every 3 years</b>

**PLEASE NOTE: 2024-25 CYO approved coaches will be listed on a Master List that will be sent to all ADs, Gym Coordinators and Field Marshals. Coaches will need to report to site coordinators to show photo id (CA-issued or student ids) upon check-in prior to the start of the game.**

# **Coaching Requirements**

**GAME RESULTS WILL BE FORFEITED IF ALL OF THE REQUIREMENTS ARE NOT COMPLETED BY COACHES PRIOR TO THEIR TEAM'S FIRST GAME.**

(For further information please visit our webpage at <https://athletics.cccyo.org/content/11/Coaches>)

## **► TeamSideline Registration**

1. All Coaches will need to go to [athletics.cccyo.org](https://athletics.cccyo.org), and create an account. THIS ONLY NEEDS TO BE DONE ONCE. All completed compliance documents will be uploaded to the profile on the account.
2. Coaches will have to enroll in each specific sport(s) they will be coaching. Please go to our website and navigate to REGISTRATION PROGRAMS. Select the Registration button, and then select the "VOLUNTEER" button for the desired sport to complete the form.

## **► Fingerprinting**

All Athletic Directors, Coaches, volunteers and other adults or contractors in regular contact with children must be fingerprinted. Fingerprinting is mandatory for any adult in regular contact with children. No one may commence their duties associated with Catholic Charities CYO Athletics in any capacity until fingerprints have been completed and they have been cleared by Catholic Charities CYO Athletics. Anyone in violation of this policy may be suspended from the program.

**Please upload a copy of the form into TeamSideline account; and please send a copy of the form to the AD who will then send them by sport to CYO ([cyoathletics@catholiccharitiessf.org](mailto:cyoathletics@catholiccharitiessf.org), ATTN: Clarissa Miller)**

## **► Affidavit Form (Only for Coaches under 18)**

For Coaches Under Age 18, Catholic Charities CYO Athletics requires a signed affidavit from a parent or legal guardian each season (while underage):

- Confirming that the youth has not been convicted of any felony, misdemeanor or other disciplinary action that would preclude them from coaching children
- Granting parental or legal guardian permission to access the VIRTUS course, "Healthy Choices for Teens"

**A copy of the Affidavit must be submitted to the Athletic Director, CYO, and uploaded to the coach's Team Sideline Account.**

## **► VIRTUS Training**

All coaches under age 18 must complete the online VIRTUS "Healthy Choices for Teens" course. All coaches 18 years old and above must complete the online VIRTUS "Protecting God's Children" course.

\*Every 3 years, coaches will need to take the renewal/recertification course.

**Once completed, please upload the certificate into your TeamSideline account.**